

Composite Minutes of Committee activities during Covid Restrictions - Approved 19th January 2021

March 2020

- It was agreed to cancel all meetings and speakers for the foreseeable future. Members were circulated with this information both by email, and by post to those not on line.
- It was agreed to stop printing the newsletter and to distribute via email until further notice.

April 2020

- A procedure was agreed and circulated for the committee to deal with issues which arise by email until we can hold committee meetings again.
- It was agreed that the Newsletter would continue, but that we would also produce a weekly newsheet of important updates and events available free on line for members with email. Neil would produce this and Margaret would circulate to members. The first edition was produced 17th April. A new generic email to be set up for contributions to Neil.

June 2020

- All members not on email were contacted by telephone to make sure they were OK and update them on current situation. They were asked to keep in touch with a committee member and advise if they needed support.
- It was agreed to circulate all Group Convenors with guidance about meetings during the pandemic.
- It was agreed to circulate all members via email with updated advice from The Third Age Trust re activities during the pandemic. A mail shot was also sent to members not on email
- An updated Beacon confidentiality agreement and our own Data Management policy was circulated as the former impacted on the latter. This is still waiting discussion and review to reissue.

July 2020

- It was agreed to circulate a letter from the chair to all convenors explaining the situation re group activities and the required Risk Assessment. This was done. The committee then considered, amended and agreed the documentation required for groups to carry out risk assessment before re-commencing meetings in person. A process was also agreed for the Groups co-ordinator to manage this process.
- The committee received and accepted the resignation of the newsletter editor from that post. It was agreed that the Membership secretary would try and continue producing it until a new editor could be found. The systems administrator was asked to make the necessary changes to the generic emails and the web manager to change the links on the web site.
- In light of changes to responsibilities on the committee the Beacon access was reviewed and updated. It was agreed that no one NOT on committee excepting the Systems Administrator should have access to full member records. Access in future will be via the committee. I.e. Newsletter editor would send messages to allocated committee liaison person. Currently the groups coordinator.
- A new Policies & Procedure document was circulated reflecting the changes made at a subcommittee meeting in March.

August 2020

- At the suggestion of a member and convenor we considered the purchase of a tour guide system for use by groups making outside visits. After considerable research it was agreed that the cost far outweighed the possible use to us.
- An updated notice was agreed and circulated to all members not on email.

October 2020

- It was agreed to purchase an initial order of 10 U3A diaries to cover orders + extra. It was later agreed to purchase a further 5. All have been sold except 3. The cost was £3 each plus 88p postage to members
- An updated contact sheet was agreed and circulated to all members. This was necessitated by the resignation of the newsletter editor and other group convenor changes meanwhile.
- It was agreed to circulate membership to identify anyone isolated and who would welcome a telephone contact from time to time. Also, to identify anyone willing to make these calls. The results were disappointing in that we had volunteers but no recipient responses. Allocating the volunteers to those not on emails was explored but was not acceptable to the volunteers.
- After careful consideration of the financial position it was agreed to let the subscription rate for 2022 stand as agreed at the AGM, but to review in the New Year with the intention of offering a discounted rate to those who renew for 2021 in 2022.

November 2020

- On receipt of a suggestion from a member it was agreed to send out a survey of members to see who has or uses Zoom, and if they would use it for a general meeting or the AGM. This was sent out. The results are: 130 members have or use Zoom. A further 8 were willing to use it. About 110 would join a meeting and/or the AGM. These results were circulated to the committee 26/11/20
- Replies were circulated and agreed to be sent to enquiries about procedures and activities of the committee. (confidential content - recorded in emails)
- A procedure to allow for payment of subs by bank transfer was agreed to overcome the problems created by lockdown. It will also serve to test if it could be extended as an option in future years.

December 2020

- It was agreed to co-opt Henry Paulinski and Keith Pyne to the committee. Also to appoint Henry to the vacant post of Vice Chair. Both have agreed to this co-option via telephone with the secretary.

ONGOING

- The committee circulated and agreed which articles or offers are used for circulation to members and or the newsheet and newsletter
- Discussions are ongoing to consider the use of Zoom to restart general meetings and in particular the AGM. Research into the process and costs is incomplete as of November 2020.
- We continue to receive requests for research purposes which are considered and if agreed circulated to all members.

NB – Any item of a confidential nature is documented by the secretary separately and is not for distribution or posting to the web site.